

**General Services Administration
Federal Supply Service**

**Authorized
Financial and Business Solutions
(FABS)
Schedule Price List**

**Contract Number
GS-23F-0048X
FSC Group 520
SINs: 520-14**

Contract Period: March 23, 2011 through March 22, 2016



INTEGRITY MANAGEMENT SERVICES

Integrity Management Services, LLC

5911 Kingstowne Village Parkway, Suite 210

Alexandria, VA 22315

Telephone: (703) 683-9600 Facsimile: (703) 836-5255

A Veteran Owned Small Business

<http://www.integritym.com>

Products and ordering information in this Authorized FSS Information Technology Schedule Price list are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

Customer Information

1a. Awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

520-14: Audit & Financial Training Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Not Applicable.

1c. Hourly Rates

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	EDUCATION/ CERTIFICATION LEVEL	YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (including IFF) Base Year 1	Year 2	Year 3	Year 4	Year 5
520 -14	Data Analyst	Bachelor's	0-1	\$54.30	\$55.34	\$56.39	\$57.46	\$58.55
	Statistician	Master's	1-2	\$107.88	\$109.93	\$112.02	\$114.15	\$116.32
	Project Manager	Bachelor's	5	\$125.08	\$127.46	\$129.88	\$132.35	\$134.86
	Senior Statistician	Master's	3	\$115.00	\$117.19	\$119.41	\$121.68	\$123.99
	Sr Data Analyst	Bachelor's	2	\$70.87	\$72.21	\$73.59	\$74.98	\$76.41
	Senior Auditor	Bachelor's	3	\$109.00	\$111.07	\$113.18	\$115.33	\$117.52
	Junior Auditor	Bachelor's	0-1	\$78.99	\$80.49	\$82.02	\$83.58	\$85.17
	Subject Matter Expert	Bachelor's	5	\$129.75	\$132.22	\$134.73	\$137.29	\$139.90

Data Analyst

Minimum Level of Education: Bachelor's Degree

Job Responsibilities

- Maintain strict confidentiality and security of the personal health information contained in the data sources.
- Assist Senior Data Analysts and Statisticians in working with databases performing functions including data cleaning and maintenance; extracting data, importing/exporting data into various formats.
- Formulate queries to extract, manipulate, format and present data stored in relational databases. Use SQL, MS Access, and Excel. Perform data analysis under direction of Senior Data Analysts and Statisticians to create summaries and tables; run summary statistics, refine database queries to generate subsets of databases and tables.
- Assist Project Managers in administrative support functions, including scheduling tasks, tracking Team progress using designated company project management techniques and software.
- Adhere to IMS Quality Assurance procedures including: following the SOP in areas assigned, resolving problems that might affect or be encountered by others, identifying and sharing best practices that could be helpful to others and documenting all work by following established procedures.
- Communicate with technical and non-technical end users, providing clear explanation of procedures used and results obtained from data analysis tasks.
- Participate in special projects.

Statistician

Minimum Level of Education: Master's Degree

Job Responsibilities

- Maintain strict confidentiality of the personal health information contained in project data sources.
- Apply mathematical and statistical knowledge to the extraction/addition/collection/ processing and analysis of project data. With assistance and guidance from Senior Statistician, produce testable hypotheses and interpretation of results.
- Provide advice and input in designing the project databases.
- Analyze, interpret and summarize data using computer software including SAS, MS Access, Excel and other analytical and database products authorized under the terms of the contract with client.
- Work with Team members and subject matter experts to develop hypotheses to detect patterns and abnormalities in the data that may indicate fraud or erroneous billing or claims processing, assist Team members in the construction of hypotheses. Under the direction of Senior Statistician, convert hypotheses to database queries or statistical tests and estimation procedures to extract results from project databases or interpret extractions.
- Adhere to IMS Quality Assurance standards including: following the SOP in areas assigned, resolving problems that might affect or be encountered by others, identifying and sharing best practices that could be helpful to others and documenting all work by following established procedures.
- Support the Team by producing and reviewing materials needed for required reports and contract deliverables.
- Participate in special projects.

Project Manager

Minimum Level of Education: Bachelor's Degree

Job Responsibilities

- Sets corporate strategy to establish and sustain the mission, vision and goals of IMS. Works with affiliated companies to develop overall corporate strategies.
- Continually seeks new business opportunities for IMS and presents the company's qualifications and strengths to prospective clients.
- Directs the Deputy and Team Leads in developing individual Project Plans and provides guidance in day-to-day management and coordination of IMS engagements. Resolves problems and adjusts priorities as needed.
- Assesses company and individual performance.
- Develops cost proposals and oversees the IMS budget.
- Plans and manages recruitment efforts.
- Establishes working relationships and lines of communication with clients. Serves as primary liaison with clients.
- Assures all personal and protected data are secured and that strict confidentiality of data is maintained by all IMS team members.
- Oversees the company's quality assurance program, providing guidance, direction and appropriate resources to ensure IMS provides high quality deliverables to its clients. Continually monitors and adjusts, as necessary, the project plan and/or team assignments to accomplish the scope of work.

Senior Statistician

Minimum Level of Education: Master's

Job Responsibilities

- Maintain strict confidentiality and security of the personal health information contained in project data sources.
- Upon discussion with other Team members and Medicare/Medicaid subject matter experts develop hypotheses to detect patterns and abnormalities in the data that may indicate fraud or erroneous billing or claims processing. Assist Team members in the construction of hypotheses. Convert hypotheses to database queries or statistical tests and estimation procedures to extract results from project databases or interpret extractions.
- Apply mathematical and analytic knowledge, methods, and procedures to test formulated hypotheses, develop trends and summary statistics, and detect data patterns through algorithms or mathematical procedures designed.
- Analyze, interpret and summarize data using computer software including SAS, MS Access, Excel and other analytical and database products authorized under the terms of the contract with SGS.
- Provide advice and input in designing the project databases.
- Adhere to IMS Quality Assurance standards including: following the SOP in areas assigned, resolving problems that might affect or be encountered by others, identifying and sharing best practices that could be helpful to others and documenting all work by following established procedures.
- Support the Team with the materials needed for required reports and contract deliverables.
- Provide guidance and direction to Statisticians and Data Analysts in collection, analysis and presentation of project data.
- Serve as a Team Lead by planning, coordinating, and documenting project related activities, managing the team, as well as communicating directly with a client.
- Participate in special projects.

Senior Data Analyst

Minimum Level of Education: Bachelor's Degree

Job Responsibilities

- Maintain strict confidentiality and security of the personal health information contained in the data sources.
- Build basic databases for specific analysis using SQL or other software. Work with databases performing functions as data cleaning and maintenance; extracting data, importing/exporting data into various formats.
- Formulate queries to extract, manipulate, format and present data stored in relational databases. Use SQL, MS Access, and Excel; other software as appropriate to task. Perform data analysis through such functions as: creating summaries and tables; running summary statistics, trend analyses and estimations; refining database queries to generate subsets of databases and tables.
- Provide guidance to Project Managers in selecting and installing a project management system. Assist Data Analysts in maintaining the system.
- Guide Data Analysts in learning to complete their tasks. Provide technical assistance.
- Document all work by following established procedures. Prepare reports on analysis.
- Serve as a Team Lead by planning, coordinating, and documenting project related activities, managing the team, as well as communicating directly with a client.
- Communicate with and between technical and non-technical end users, providing clear explanation of procedures used and results obtained from data analysis tasks.
- Participate in special projects.

Senior Auditor

Minimum Level of Education: Bachelor's Degree

Job Responsibilities

- Conducts audits and reviews to determine compliance with government statutes, federal regulations and policies related to the oversight of the Medicare and/or Medicaid programs, in particular, those related to Program Integrity.
- Applies professional auditing knowledge and skills, at times using as guidelines generally accepted government auditing standards (GAGAS) issued by the U. S. General Accountability Office to help plan, organize, conduct and report on assigned audits and reviews; including audit objectives, scope, methodology, field work, analysis, findings, conclusions and recommendations.
- Maintains strict confidentiality and security of the personal health information contained in project data sources.
- Serves as a Team Lead by planning, coordinating, and documenting project related activities, managing the team, as well as communicating directly with a client.
- Participates in special projects.

Junior Auditor

Minimum Level of Education: Bachelor's Degree

Job Responsibilities

- Conducts audits and reviews to determine compliance with government statutes, federal regulations and policies related to the oversight of the Medicare and/or Medicaid programs, in particular, those related to Program Integrity.
- Applies professional auditing knowledge and skills, at times using as guidelines generally accepted government auditing standards (GAGAS) issued by the U. S. General Accountability Office to help plan, organize, conduct and report on assigned audits and reviews; including audit objectives, scope, methodology, field work, analysis, findings, conclusions and recommendations.
- Maintains strict confidentiality and security of the personal health information contained in project data sources.
- Supports the Team with the materials needed for required reports and contract deliverables.
- Participates in special projects.

Subject Matter Expert

Minimum Level of Education: Bachelor's Degree

Job Responsibilities

- Maintain strict confidentiality and security of the personal health information contained in the data sources.
- Work with Data Analysts, Statisticians, Regulatory Analysts and other SGS Team Members as necessary to define potential areas or topics for analysis. These potential areas will be formed into discrete hypotheses by the data analysts.

- Review hypotheses prior to testing to ensure the Data Analysts and Statisticians capture the appropriate elements to be included in the data run/test.
- Receive results of data runs to test hypotheses. Review the results, analyze and provide comment, recommendations for further effort, interpretation and/or conclusions. Document work according to quality assurance standards.
- Apply program and management expertise to assure quality in all phases of data analysis work: Research and Developing Hypotheses, Developing Study Design, Data Validation, Review & Interpretation of Findings, Reviewing Reports.
- Adhere to IMS Quality Assurance standards including: following the SOP in areas assigned, resolving problems that might affect or be encountered by others, identifying and sharing best practices that could be helpful to others and documenting all work by following established procedures.
- Participate in special projects and development of follow on work or new projects with current, new and prospective clients.

General Information:

2. Maximum order. \$1,000,000.00

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). The continental 48 U.S. states.

5. Point(s) of production (city, county, and State or foreign country).

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6. Discount from list prices or statement of net price. All GSA Prices are Net Price.

7. Quantity discounts. None.

8. Prompt payment terms. Net 30.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. IMS, LLC will accept the government purchase card at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. IMS, LLC will not accept the government purchase card at or below the micro-purchase threshold.

10. Foreign items (list items by country of origin). None.

11a. Time of delivery. TBD at Task Order

11b. Expedited Delivery. All items available under this price list are available for expedited delivery.

11c. Overnight and 2-day delivery. All items available under this price list are available for overnight and 2-day delivery.

11d. Urgent Requirements. Agencies should contact IMS, LLC effect a faster delivery.

12. F.O.B. point(s). Destination

13a. Ordering address(es).

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13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules). Contactor is to simply include this statement as Item 13b.

14. Payment address(es).

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15. Warranty provision. None.

16. Export packing charges: Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

18. Terms and conditions of rental, maintenance, and repair: Not applicable.

19. Terms and conditions of installation: Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

20a. Terms and conditions for any other services: Not applicable.

21. List of service and distribution points: Not applicable.

22. List of participating dealers: Not applicable.

23. Preventive maintenance: Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable.

24b. Section 508 compliance is not applicable.

25. Data Universal Number System (DUNS) number. 021680784

26. Notification regarding registration in Central Contractor Registration (CCR) database. Registration is current under CAGE 5WS42.

27. Uncompensated Overtime (Indicate if used). Not applicable.